



## 5. TEXT IMPRINTS

### Same Imprints as Last Year

Uploading Text File (must be saved as .txt format)

Go to [MagnetStreet.com/submit](https://magnetstreet.com/submit)

I Would Like the Following Imprints (Not all layouts accommodate all of the following; refer to your chosen layout for direction.)

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

IMPRINT IDEAS: School motto, key phone numbers, email, website

Imprint #1 \_\_\_\_\_

Imprint #2 \_\_\_\_\_

Imprint #3 \_\_\_\_\_

Imprint #4 \_\_\_\_\_

Imprint #5 \_\_\_\_\_

Social Media #1 \_\_\_\_\_

Social Media #2 \_\_\_\_\_

Additional Notes for the Designer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. ARTWORK

### Photos/Artwork

Please indicate below how you will send your artwork:

On File From Previous Order

Uploading Digital File  
(must be 300 dpi, saved in .jpg, .tif, or .eps format)  
Go to [MagnetStreet.com/submit](https://magnetstreet.com/submit)

### Background Color

Dusty Rose 

Classic Red 

Burgundy 

Gold 

Classic Yellow 

Marigold 

Carrot 

Pumpkin 

Black 

Cornflower 

Classic Blue 

Navy 

Plum 

Mulberry 

Kiwi 

Rainforest 

Teal 

Hunter 

# 7. CALENDAR DATES

School Year: August 2018 thru July 2019

Start My Calendar on: Month \_\_\_\_\_ Year \_\_\_\_\_

# 8. LEGEND CODES

One letter per code; maximum 2 codes per day. Not all layouts accommodate 8 legend codes; refer to your chosen layout number for direction. For any further customization, call for details.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_

Legend Code ideas:  
 V - Vacation  
 C - Conferences  
 N - No School  
 F - First Day / Final Day

# 9. CALENDAR

Print legend codes in date boxes in dark, bold ink. Tip - Make a copy first! In case of mistakes; you can find this calendar online at: [www.magnetstreet.com/school-order-guide](http://www.magnetstreet.com/school-order-guide)

JUNE 2018							JULY 2018							AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
																					30													
NOVEMBER 2018							DECEMBER 2018							JANUARY 2019							FEBRUARY 2019							MARCH 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		24	25	26	27	28	29	30	
							30	31																				31						
APRIL 2019							MAY 2019							JUNE 2019							JULY 2019							AUGUST 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019							DECEMBER 2019													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9	10	11	12		
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	15	16	17	18	19	20	
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	22	23	24	25	26	27	28
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				29	30	31					
29	30																																	

**ONLY MARK LEGEND CODES ON 12 MONTHS!**

Your order will be delayed if more than 12 months are marked.

## PRICING

	Quantity	50	100	150	200	250	500	1000	2000
A	3.5" x 4"	\$1.99 each	1.49	1.09	.89	.79	.59	.39	.29
B	2" x 3.5"	\$1.49 each	1.19	.89	.74	.60	.31	.19	.16
C	3.7" x 5.7"	\$2.19 each	1.69	1.29	1.09	.89	.79	.59	.49
D	4" x 7"	\$2.29 each	1.79	1.39	1.19	.99	.89	.69	.59
DHB	3.75" x 3" (school)	\$1.99 each	1.49	1.09	.89	.79	.59	.39	.29
E	5.5" x 5.5"	\$2.79 each	2.19	1.69	1.39	1.09	.99	.79	.69
M	5.5" x 8.5"	\$3.49 each	2.59	1.89	1.59	1.29	1.19	.99	.89
U	2.25" x 3" (book)	\$1.19 each	.89	.69	.59	.48	.36	.29	.24

Pricing shown online ([MagnetStreet.com/schools](http://MagnetStreet.com/schools)) will always reign.  
Shipping charges are UPS published rates calculated from the total weight of your item(s) and the shipping address.

## TURNAROUND TIME

**Proofing:** When you complete customizing your design online, you will be instantly prompted to approve your proof. There is also the option to save your work, which you can access in your Saved Work to review at a later date and/or send via email to others.

Orders will ship within 8-10 business days from final proof approval. Please allow additional time for shipping (1-6 business days via UPS Ground).

**Shipping and Handling:** Shipping is via UPS Ground. Additional charges will apply for Alaska, Hawaii and Canada. Upgraded shipping is available for an additional charge. You will receive a tracking number via email to monitor the shipping progress once your magnets have left our plant.

## ORDERING INFORMATION

**Bids and Quotes:** For large-quantity orders or bids (over 3,000 quantity), contact us at 800.788.8633.

**Billing Information:** MagnetStreet will bill schools, organizations and institutions when requested. A PO must be included online or faxed/emailed with the MagnetStreet order form before order will be processed. Please include a PO number, a copy of the PO and your tax exempt number. The PO address must match the Ordered By address. Payment terms are net 30 days from date of invoice. By placing this order, you are liable for charges made to your purchasing department.

**Miscellaneous:** MagnetStreet reserves the right to use all items produced for promotional purposes, unless the customer indicates otherwise in writing. MagnetStreet also reserves the right to make improvements to advertised products.

## PLACE YOUR ORDER

### Ordering Online

*Get free shipping when you place your order online!*

1. Sign in or create an account.
2. Pick your design.
3. Prepare to personalize:
  - a. Create a legend code if needed (Calendar designs).
  - b. Choose background and font colors.
  - c. Customize the text.
  - d. Upload and add in your photos photos/artwork.
4. Review and approve your design ... and it will ship within 8-10 business days!

### Ordering by Phone

Orders can only be accepted via phone for Contact Magnets. Please have your order information on hand.

### Ordering by Fax or Mail

You can fax your completed order form to 763.786.9393.

### Or you can mail it to:

MagnetStreet Schools  
3890 Pheasant Ridge Dr NE  
Suite 190  
Blaine, MN 55449

### Paying by check, send to:

MagnetStreet  
280 Gerzevske Lane  
Carol Stream, IL 60188

# Have questions?

We're happy to help  
with your order!

Call us at **800.788.8633**